

Add Categories, Items, & Modifiers to Menu

Add Categories



- 1) On your Clover device, open the Inventory app.
- 2) Tap Categories.
 - a) At the lower right corner, tap Add .
- 3) Enter the name for this new category and then tap Done.
- 4) (Optional) Add a new item to this category:
 - a) At the lower right corner, tap Add .
 - b) Enter new item details and then tap Save.
For more, check out the steps for [adding a new item](#).
- 5) (Optional) Add existing items to this category:
 - a) At the top right, tap Edit .
 - b) Check the box for each item you want to add.
 - c) Tap Save.

[Click here](#) for video tutorial

Category Name

 3

Items in Category

Assign items to this category

There are no items in the category.

Category Name

Items in Category

Assign items to this category

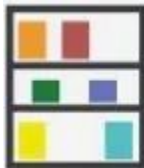
 4

10 items in category

Items below are displayed in the same order they will appear on your Clover device. Drag and drop items to reorder them.

<input type="checkbox"/> Pizza \$5.00	<input type="checkbox"/> Fried Filet Of Sole \$11.00	<input type="checkbox"/> Chicken \$8.00	<input type="checkbox"/> Short Stack French Toast \$4.95
<input type="checkbox"/> French Toast \$5.95	<input type="checkbox"/> House Wrap \$11.95	<input type="checkbox"/> Avocado Quinoa Bowl \$12.95	<input type="checkbox"/> Avocado With Siracha \$10.95

Add Item to the menu



Open up Inventory app, click on on “Items” on the left side of the screen

1. Name the item
2. Set price:
 - a. Fixed - standard price
 - b. Variable - custom price every time you add to order
 - c. Per unit - \$5 per pound
3. Add item to category
 - a. Example adding ice cream to dessert category
4. Modifier groups
 - a. Example modifier - “side choices” (fries, salad, fruit)
5. Labels
 - a. Label item to kitchen printer
6. Taxes - make sure item has tax rate
7. Save.
 - a. Item now added to inventory

The screenshot shows the 'Add Item' form with the following fields and callouts:

- Name:** A text input field with a red circle '1' and the text 'name of menu item' overlaid.
- Alternate Name:** An empty text input field.
- Item options:** A section with a checked box for 'Show in Register' and an unchecked box for 'Non-revenue item'.
- Price:** A price input field showing '\$0.00' and a dropdown menu set to 'Fixed'. A red circle '2' is next to the text 'Set fixed, variable or per unit pricing (weight is used for fish)'.
- Category Name:** A dropdown menu with a red circle '3' and the text 'Add item to category' overlaid.
- Modifier Groups:** A dropdown menu with a red circle '4' and the text 'Add modifiers group (Ex. Sides)' overlaid.
- Labels:** A dropdown menu with a red circle '5' and the text 'Label item to kitchen printer' overlaid.
- Taxes:** A dropdown menu with a red circle '6' and the text 'add tax rate' overlaid.
- Product Code:** An empty text input field.
- SKU:** An empty text input field.
- Buttons:** At the bottom, there is a green 'Save' button with a red circle '7' and a grey 'Cancel' button.

Add group Modifiers



1. On your Clover device, open the Inventory app.
Tap Modifiers.
 - At the lower right corner, tap Add .
2. Enter a modifier group name and tap DONE. (Ex. Meat)
3. At the lower left, tap ADD MODIFIER.
4. Enter a modifier name. (Ex. Chicken, Lamb, Befteki, Pork, Gyro)
5. If you are showing alternate names (Ex. Chicken to appear as ΚΟΤΌΠΠΟΥΛΟ)
6. If you want to charge different prices for each modifier, add the price.
7. Tap Save.
8. Define what servers see when they take an order:
 - Min: From the drop-down list, tap and choose the minimum number of modifiers the server should select. (Ex. cooked meat. Modifiers are rare, medium rare, well done - the minimum is 1)
 - Max: From the drop-down list, tap and choose the maximum number of modifiers the server should be able to select. Tap Save. (Ex. cooked meat. Modifiers are rare, medium rare, well done - the maximum is 1)

The screenshot shows the 'Add Modifier Group' screen in the Clover Inventory app. The interface is divided into several sections:

- Modifier Group Name:** A text input field containing 'Meat' with a red '2' in a circle next to it.
- Items:** A dropdown menu showing 'Items' with a red '3' in a circle next to it. Below it are three radio button options: 'GTM Combo', 'Souvlaki W/Greek Fries', and 'Single Souvlaki Platter Rice&salad'.
- Min required:** A dropdown menu set to 'None' with a red '8' in a circle next to it.
- Max allowed:** A dropdown menu set to 'None' with a red '8' in a circle next to it.
- Modifiers:** A list of four modifier entries. Each entry has a red '4' in a circle next to the 'Modifier name' label, a red '5' in a circle next to the 'Alt name' label, and a red '6' in a circle next to the 'Price' label. The entries are: Chicken (Price: \$0.00), Lamb (Price: \$0.00), Befteki (Price: \$0.00), and Pork (Price: \$0.00). Below this list is a fifth entry with a red '9' in a circle next to the 'Modifier name' label, and input fields for 'Alt name' and 'Price'.
- Buttons:** A green 'Add to Group' button is at the bottom right. At the very bottom are two buttons: a green 'Save' button and a grey 'Cancel' button.

[Click here](#) for video tutorial

Add / Remove modifiers to items



1. On your Clover device, open the Inventory app. Tap Items.
 - Find your item:
 - i. You can swipe to scroll through the item list.
 - ii. You can filter the list in the Search box at the top right by entering the first few (or any) letters in the item name.
2. Tap the item name to open its detail page.
3. Tap Modifiers Edit .
4. Choose an option:
 - To add modifiers to this item, select the modifier group.
 - To remove modifiers from this item, deselect the modifier group.
5. Tap Save.

Name	Price	Tax	Product ...	Categories	Modifier Groups	Labels	
3. Ham & Swiss Cheese 3. HAM & SWISS CHEESE ID: ABRWG2V0860R2	\$9.99	Default	— SKU:		On The Side B. Coleslaw & Pickle		

3 Name: 3. Ham & Swiss Cheese
Alternate Name: 3. HAM & SWISS CHEESE

Item options: Show in Register Non-revenue item

Price: \$9.99 Fixed

Category Name: Search Categories

4 Modifier Groups: Search Modifier Groups
 On The Side
 B. Coleslaw & Pickle

Labels: Search Labels

Taxes: Taxes
Product Code:
SKU:
 Default Taxes and Fees

5 Save Save & Clone Item Cancel

[Click here](#) for video tutorial

Add Clover Inventory via Excel

Log into [clover dashboard](#)

1. Go to Inventory
 - a. Locate “Items”
2. Download [template](#) to see how excel should be formatted
3. “Import Inventory” in the top right corner once menu is imported into excel

The screenshot shows the Clover Inventory - Items dashboard. On the left sidebar, the 'Items' menu item is highlighted with a red circle containing the number 1. The main content area displays a message: 'You have no items in your inventory.' Below this message, there are two options: 'Download Template' (highlighted with a red box and a red circle with the number 2) and 'Add New Item'. The 'Download Template' button is accompanied by the text: 'Have a sizable inventory or menu? Use this template to upload all of your items along with their categories, modifiers, and labels. When you're ready, [import your inventory here.](#)' The 'Add New Item' button is accompanied by the text: 'Not ready to upload your full inventory or menu? You can add items one at a time.' In the top right corner of the dashboard, the 'Import Inventory' button is highlighted with a red circle containing the number 3. Other buttons visible are 'Download Template' and 'Export Inventory'.